

Consultation Lesson Plan Process FAQs

Q: What are consultation lesson plans?

A: Consultation lesson plans are defined as those lesson plans revised or developed by other Departmental staff, including, but not limited to, Headquarters, Health Services, Mental Health, In-Service Training, Juvenile, and Parole, rather than by the OTPD, Curriculum Design Unit (CDU). The CDU acts in a consulting capacity to those staff to ensure lesson plans meet OTPD and Corrections Standards Authority (CSA) curriculum standards.

Q: What is the process for obtaining OTPD approval of consultation lesson plans?

A: The following is a brief description of the Consultation Process:

- Prior to writing a lesson plan, the requestor shall complete the revised Training Assessment Worksheet.
- Fax or mail the completed Training Assessment Worksheet to the OTPD, CDU at:
Richard A. McGee Correctional Training Center
Attn: Curriculum Design Unit, Room C-118
9850 Twin Cities Road
Galt, CA 95632
Fax: 209-744-5015
- If consultation services can be provided, the requestor will be notified and an instructional designer (ID) will be assigned as consultant to the project.
- The ID consultant will provide a lesson plan template, training, and assistance to the author(s) on the design and development process, as needed.

Q: How do I obtain a copy of the revised Training Assessment Worksheet and the complete CDU Consultation Lesson Plan Process?

A: A copy of the revised Training Assessment Worksheet and the complete CDU Consultation Lesson Plan Process can be accessed from OTPD's Professional Education & Development Section intranet webpage. Look for the links in the Curriculum Design Unit's last bulleted item.

Q: Who do I contact if I have questions?

A: If you have any questions or concerns regarding this information or documents, please contact the CDU at (209) 744-5000, extension 4406 or 4382.